

PPD ALERT

GREENING THE GOVERNMENT THROUGH
AFFIRMATIVE PROCUREMENT PRACTICES
TRAINING -- NOW AVAILABLE.



This Alert is a follow-up to the Alert issued in February 2001, PPD ALERT No. 2001-08.

Who needs to be trained?

If you have any level of delegated procurement authority, you must complete the training.

How will I receive the Training?

The Training is available on the Procurement and Property Division (PPD) Homepage. Go to the web site below to view the slide show presentation, entitled "Green Training Tool."

www.afm.ars.usda.gov/divisions/ppd/greeningbriefing.htm

- # Once the first screen appears, click the "start" button.
- # The screen will automatically change every 14 seconds.
- # You may push "stop" or go forward or backward at any time.
- # It will take 26 minutes to view the entire show.
- # The show will end with the slide "THINK GREEN, it is your responsibility."
- # To exit, click the "back" button in web browser to return to the PPD web page.

If you wish to have a printed copy of the presentation, simply follow the directions at the website.

How do I certify that I have completed training?

Once you have completed the training, you must notify your cognizant Procurement Assistance Officer (PAO). All PAO's must collect this information for every procurement person in their Area and in all their locations. Training and notification must be completed by September 30, 2001.

If you have any questions, please contact the Policy Branch, PPD on 301-504-1725.

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